



DEPARTMENT OF THE NAVY  
NAVAL EDUCATION AND TRAINING PROFESSIONAL  
DEVELOPMENT AND TECHNOLOGY CENTER  
6490 SAUFLEY FIELD ROAD  
PENSACOLA, FLORIDA 32509-5237

IN REPLY REFER TO:

NETPDTCINST 5213.1A  
011

NETPDTC INSTRUCTION 5213.1A

09 APR 2003

Subj: **FORMS MANAGEMENT**

Ref: (a) SECNAVINST 5213.10D

1. **Purpose.** To issue policy, responsibilities, and procedures for the management of forms within the Naval Education and Training Professional Development and Technology Center as required by reference (a).
2. **Cancellation.** NETPDTCINST 5213.1
3. **Background.** Forms provide information for formulating policy, controlling and improving operations, and evaluating performance. Forms are costly and must be managed to ensure administrative efficiency and economy. While attention to the cost of printing forms is essential, the principal cost is that of the personnel, materials, and machines required to write, collect, process, transmit, and maintain the data contained on the form. Therefore, forms must be analyzed and designed in light of the systems, procedures, methods, and equipment that they serve, and they must adhere to certain government-wide and Navy design standards.
4. **Policy.** Systematic analysis, review and control of all internally originated or sponsored forms will be conducted to ensure all forms are effective, efficient and economical in serving their intended purpose. This policy applies to all forms used in manual, mechanical and automated systems.
5. **Definitions**
  - a. **Form.** The term "form" is all printed or reproduced material regardless of method of reproduction, which contains predetermined blank spaces for insertion of information by any means.

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b. Title and Form Number. Each form will bear a title and form number. Forms originated in NETPDTC will be numbered and filed by the Standard Subject Identification Codes System, which **will be assigned by Central Administrative Services (Code 011).**

6. Objectives of Forms Management

a. To eliminate unnecessary forms, and ensure forms are cost effective.

b. To achieve the most efficient and economical production and distribution of forms.

7. Responsibilities

a. Central Administrative Services. The Central Administrative Services (Code 011) will provide assistance to all departments in the development of new or revised forms as outlined in reference (a) and will:

(1) Establish and maintain up-to-date subject classification case files of all NETPDTC forms.

(2) Review and assist in the design and reproduction of all proposed new forms or changes to existing form, using OPNAV 5213/19 (Request for New or Revised Form).

(3) Review all requests for local reproductions of forms.

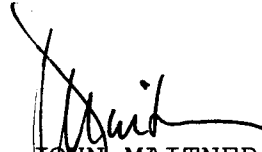
(4) Issue a semi-annual list of available command forms.

(5) Post all forms to NETPDTC Directives Web Page: <https://pennd09.cnet.navy.mil/netpdtc/directives.nsf>.

b. Department Heads. Each department head will appoint a forms liaison representative. A position rather than an individual should be designated to preclude new appointments when incumbents change. The appointment will be made in writing to Central Administrative Services (Code 011). Each forms liaison representative will be

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responsible for working with Central Administrative Services staff to meet the goals of this instruction.



JOHN MAITNER  
By direction

Distribution: (NETPDTCINST 5216.1G)  
Lists I and II

Web Access: MAIN INDEX  
<https://pennnd09.cnet.navy.mil/netpdtc/directives.nsf>